



# Job Posting

March, 2019

## POSITION

Work Readiness Facilitator (SYEP School Based Youth)

## EMPLOYMENT TYPE

Regular FT-Temp – 35 hours/week

## SALARY

\$17.00/hr

## REPORTS TO

Education Coordinator

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attends Project-Based curricula training sessions in order to become proficient in assigned project
- Ensures youth are placed in project-based activities that align with their interests
- Facilitates project-based experiences with assigned groups
- Identifies and obtains community resources, services and partnerships for project-based activities
- Leads Work-readiness trainings with assigned groups
- Supervises, interacts and engages SYEP participants at all times
- Order supplies, materials and curriculum needed for effective project-based learning activities. Organize field trips
- Responsible for tracking and maintaining attendance
- Refers participants for support services internally or externally for appropriate services.
- Participates in weekly meetings with Program Director, Job Developer and Educational Coordinator
- Completes all other assignments and tasks as specified by supervisor

## COMPETENCIES

- Prior experience facilitating project-based activities or leading afterschool program activities is preferred.
- Ability to be energetic, engaged, connected, and exude positivity and passion is a must
- Must be able to effectively lead and engage a classroom of teenagers
- Must be able to maintain detailed records, complete necessary paperwork and meet prescribed deadlines
- Must have at least two years of direct service experience with youth.

## EDUCATION EXPERIENCE

Some college preferred. HSE/GED diploma required.

## APPLICATION DEADLINE

May 17, 2019

## SUBMIT RESUME TO

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